

Business Policies and Compliance Statement

Our Commitment

Pinecrest Marketing Inc. is committed to conducting business with professionalism, integrity, transparency, and respect for our clients, contractors, and business partners. We maintain policies and procedures designed to protect confidential information, promote responsible business practices, and support compliance with applicable federal, state, and local laws.

Business Operations and Compliance

Pinecrest Marketing Inc. is a Kansas corporation providing marketing, advertising, website design, graphic design, and related business services.

We maintain applicable business registrations, tax filings, and corporate records in accordance with legal requirements. We periodically review our business practices and procedures to address changes in regulations, technology, and industry standards.

Independent Contractors

Pinecrest Marketing Inc. works with independent contractors who provide specialized professional services.

Contractors are engaged through written agreements outlining their responsibilities, compensation, confidentiality obligations, and applicable expectations regarding client information and company resources.

Contractors are expected to maintain professional standards, protect confidential information, and use client materials and accounts only for authorized business purposes.

Confidentiality and Client Information

We respect the confidentiality of information entrusted to us by our clients.

Client information, business records, account credentials, marketing materials, and proprietary content are accessed only as necessary to provide authorized services.

We do not intentionally disclose confidential client information to unauthorized third parties. Information may be shared with authorized contractors, service providers, or other parties when necessary to perform contracted services or comply with applicable legal obligations.

Data Security and Privacy

Pinecrest Marketing Inc. uses reasonable administrative and technical safeguards to protect business and client information.

These practices include password-protected accounts, controlled access to business platforms, and the use of established third-party service providers.

We limit access to sensitive information based on business needs and take reasonable steps to reduce the risk of unauthorized access, disclosure, or misuse.

Data Retention and Destruction

Business and client records are retained only as long as reasonably necessary for operational, contractual, financial, or legal purposes.

When records are no longer required, we use appropriate procedures to securely delete electronic information or destroy physical documents.

Certain records may be retained longer when required by law, contractual obligations, or pending legal matters.

Client Accounts and Digital Assets

We recognize the importance of protecting client-owned websites, domains, advertising accounts, social media profiles, and other digital assets.

Access to these accounts is limited to authorized individuals performing contracted services.

Upon termination of services, account access and applicable client-owned materials will be transferred, removed, or otherwise handled in accordance with the applicable service agreement.

Intellectual Property and Content

Pinecrest Marketing Inc. respects intellectual property rights, including copyrights, trademarks, and licensing requirements.

We strive to use properly licensed materials and appropriate permissions when creating marketing content, graphics, advertisements, websites, and other creative assets.

Ownership and usage rights for completed work are governed by the applicable client agreement.

Advertising and Marketing Standards

We strive to follow applicable advertising, consumer protection, and marketing regulations.

Our services are developed with consideration for accuracy, appropriate disclosures, intellectual property rights, and applicable platform policies.

Clients are responsible for reviewing and approving information, claims, offers, and materials provided for use in their marketing campaigns, as outlined in their service agreements.

Professional Conduct and Accountability

We expect employees, independent contractors, and authorized representatives to conduct business ethically, communicate professionally, and respect client confidentiality.

We maintain internal procedures for addressing service concerns, protecting company resources, and responding to potential security or confidentiality issues.

Third-Party Services

Pinecrest Marketing Inc. utilizes third-party platforms and service providers to deliver marketing services, manage projects, process payments, and support business operations.

These providers operate under their own terms, privacy policies, and security practices. We take reasonable steps to select appropriate providers and limit the information shared to what is necessary for authorized business purposes.

Policy Updates

Pinecrest Marketing Inc. periodically reviews its business policies and may update them to reflect changes in operations, legal requirements, or industry practices.

This statement provides a general overview of our business practices and does not replace individual service agreements, contractual obligations, or our applicable Privacy Policy.

Pinecrest Marketing Inc.

Overbrook, Kansas

www.pinecrestmarketing.com

Last Updated: October 13, 2026